

1 December 1982

MEMORANDUM FOR: IC Staff Office Directors

FROM:

[Redacted]

25X1

Director, Intelligence Community Staff

SUBJECT: IC Staff Jobs

1. After a couple months on the job, I feel I am ready to focus more on IC Staff roles and jobs. My ideas on organization are starting to gel, but I need a better understanding of the actual jobs we do in order to complete the picture.

2. First impressions are that we are doing some jobs which have questionable payoff. For instance, when I try to find the practical benefit to which some of our efforts are put, I am not satisfied they are all that worthwhile. Also, I know some new things that need doing, but they bump up against the congressionally imposed ceiling for the Staff. Therefore, I want to take a careful look at what we are doing now, weed out the least productive efforts and, probably, reallocate some of the Staff's resources.

3. Therefore, I would like for each of you to list and rank the jobs your people are doing. I do not mean mission-and-functions kinds of things; but, rather, the long-term and recurring jobs. In my mind, a job is the actual work product; not a function-type statement like, "advise the DCI on NFIP budget issues." Along with the list of jobs, identify the amount of effort spent (manyears or similar measure). I am not looking for a lengthy tome--just highlights. We can get into the details later if necessary.

4. I would like for you to provide your inputs to Eloise by 10 December. If you have any questions, do not hesitate to contact her or me.

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25X1

Rear Admiral, USN

EYES ONLY